



## COMMUNITY PARTICIPATION FRAMEWORK & STAKEHOLDER COMMITTEE DELIBERATION AND DECISION-MAKING PROCEDURES

### INTRODUCTION

The Barrio Logan Community Plan Update will identify clear goals and policies that will guide the future physical development of the Barrio Logan community. The Update process integrates an extensive public involvement strategy to ensure that the goals and policies in the plan reflect the priorities and concerns of the entire community. Importantly, the planning process is designed to engage the community in many ways throughout all phases of the project.

The structure for community participation and developing the Update is a “bottom-up” or community driven approach, with many opportunities for the community to provide valuable input and assistance in shaping a consensus-based plan that reflects the community’s unique combination of values, interests, and needs.

Specifically, the community participation framework integrates five major mechanisms for interaction, input and feedback with the entire Barrio Logan Community and a range of decision-makers. These include (1) the Barrio Logan community, (2) Stakeholder Committee, (3) focus groups, (4) City commissions including the Planning Commission and Historic Resources Board, (5) the City Council and California Coastal Commission. These groups and processes are described in detail below.

### 1. BARRIO LOGAN COMMUNITY

Every Barrio Logan community member is encouraged to voice his or her ideas and concerns at every public meeting during the process, including Stakeholder Committee meetings, community workshops, focus group meetings and all other publicly-noticed meetings.

All technical data from the planning process will be presented in open, transparent, easy-to-understand formats in English and Spanish. Community members are encouraged to comment on all information and ideas and ask questions through a variety of written and verbal modes. All community input will be summarized, synthesized, documented and presented to the advisory Committee and community throughout the process.

## 2. BARRIO LOGAN PLAN UPDATE STAKEHOLDER COMMITTEE

### *Background*

In December of 2007, the Stakeholder Committee was selected through an application and lottery process conducted by the City of San Diego in conjunction with the League of Women Voters. The 25 voting members represent the following interests in the community (with the number of seats in parentheses):

- Residential Tenant Seats (5)
- Residential Property Owner Seats (3)
- Non-Residential Property Owner Seats (3)
- Commercial Business Owner Seats (4)
- Industrial Representative/Owner Seats (3)
- Non-Profit/Community Organization Seats (7)

The 8 ex-officio, non-voting members represent the following organizations, each with one seat:

- San Diego Unified Port District
- San Diego Unified School District
- Centre City Development Corporation
- United States Navy
- Southeastern San Diego Planning Committee
- San Diego Association of Governments (SANDAG)
- Caltrans
- San Diego Community College District

### *Purpose*

The Committee functions as the primary community-based advisory body to the Update process and represents unique geographical, economic and cultural perspectives. The primary purpose of the Committee is to:

1. Convene the public to provide input into the plan update process;
2. Review technical data and information;
3. Advise on the community's priorities related to the data;
4. Develop, review and refine land use alternatives for change in the area; and,
5. Recommend a preferred land use alternative, or options for preferred land uses, for the Update.

The technical data that the Committee will review includes information that the project team will present to the Committee related to the following elements of the community plan:

- Land Use and Community Planning

- Mobility
- Urban Design
- Economic Prosperity
- Public Facilities, Services and Safety
- Recreation
- Historic Preservation
- Noise
- Housing

### ***Meeting Structure***

Members of the consultant team will facilitate all meetings of the Barrio Logan Community Plan Update Stakeholder Committee (Committee). The role of the facilitator(s) will be to enforce the ground rules and ensure that all voices are called upon and heard. Further, the meeting facilitators will ensure that agenda items are addressed and that meetings moves forward in a cooperative manner.

### ***Discussion and Deliberation***

Throughout the planning process, the Committee will review and discuss a significant amount of information related to the Update. The following steps outline how the Committee will receive, review and discuss the data presented.

1. **Pre-Meeting Review of Data, Information and Input:** Committee members will receive an agenda packet, including relevant technical information and community, stakeholder and public input, by email and mail one week prior to a Committee meeting. Committee members are encouraged to contact the Project Manager with any questions or concerns about the data in advance of the meeting. Further, all information will be made public on the Barrio Logan Plan Update website and as part of the Barrio Logan Plan Update email distribution list.
2. **Presentation of Data, Information and Input:** Planning team members will present technical information and other material in slideshow, exhibits and handout formats as part of the "Information Items" portion of the agenda.
3. **Questions:** Committee members and community members will ask clarifying questions about the presented data, information and input.
4. **Discussion:** Committee members and community members will provide comments about the information's relation to the Barrio Logan community.
5. **Additional Data Requests:** Committee member can make requests for additional data to help clarify specific topic areas. The Planning

team will make every effort to make the requested information available at the following Committee meeting.

### ***Recommendations***

At key junctures in the process the Committee will develop recommendations that will be used to inform the plan and drive the final preferred alternative. The Committee will use the following steps in any decision-making.

1. **Formation of a Recommendation:** The meeting facilitator will solicit committee input in order to achieve one or more recommendations from the Committee related to the presented data.
  - a. Committee members and community members will offer refinements to the recommendations as guided by the facilitator.
  - b. The facilitator may take informal “straw polls” of Committee members and community members to gauge the level of support for proposed recommendations by simply raising their hands.
  - c. The recommendation will be added to the “Action Items” portion of the next agenda so that the committee can take a vote on the recommendation at the following meeting.
  - d. Quorum- In order to take an advisory vote, 16 voting members of the Committee will be required to be present. A quorum includes an abstaining committee member. See abstention section below.
  - e. The process for abstentions is described in the following section.
2. **Voting on a Recommendation:** At the next meeting, Committee members will conduct an advisory vote as part of the “Action Items” portion of the agenda.
  - a. The facilitator will call for all votes listed on the “Action Items” portion of the agenda.
  - b. Roberts Rules of Order will be used to guide this decision-making.

Although only the 25 voting Committee members will participate will cast a vote on the action items, the Ex-Officio members will be an active part of the meeting by providing their perspective during the Committee discussion.

### ***Abstentions***

An abstention should be used when a Committee member feels that he or she should not participate in the vote of an item for a legitimate, non-financial reason. While it is the obligation of a Committee member to participate in, and vote on, matters before the Stakeholder Committee, it is also the

member's obligation to abstain when a legitimate reason warrants it. For any abstention, the member should state the reason for it. There are several identifiable situations that should result in an abstention: when a non-financial conflict exists and when there is a lack of information upon which to base a vote.

Basically, keep the following guidelines in mind for abstentions:

1. To the degree possible, abstentions should be declared prior to the start of an item. The member should declare the abstention and the reason for it, and not participate in the discussion.
2. If a member determines that he/she will need to abstain in the middle of a discussion on an item, it should be announced immediately and that member should not participate any further.
3. It is inappropriate for a member to participate in a debate, ask questions, express opinions, perhaps even make the motion or the second, then abstain from voting.
4. If there are multiple abstentions due to a lack of information, the Committee should consider a continuance in order to receive additional information. There should be agreement among the members that more information is necessary to allow the Committee to make an informed decision, and the Committee should be as specific as possible about what information would assist it in formulating its recommendation on the item.

Abstaining members, regardless of when they declare their abstention, ARE counted in the Committee quorum for that item.

#### ***Direct Economic Interest and Recusals***

A recusal is required when a member of the Committee has a direct economic interest in any project or matter being considered by the Committee. The provision requires that a member who has a direct economic interest disclose that interest and refrain from discussing, voting or participating in any manner as a member of the Committee. Please see Attachment A for more information.

### **3. FOCUS GROUPS**

These smaller working group discussions that will meet separately from the larger Committee meetings will provide the Barrio Logan community with opportunities to review and advise on technical data at a more in-depth level.

The focus groups will be composed of the following six groups:

1. Transportation, Mobility and Circulation
2. Land Use and Community Planning, Housing and Zoning
3. Urban Design & Community Identity
4. Historical Resources/Preservation and Archaeology

5. Arts and Culture and Public Facilities (Recreation and Open Space)
6. Economic Development and Prosperity as well as Health and Safety (Noise and Hazardous Materials)

The composition of the six focus groups as listed above will include members of the Committee and members of the community including residents, business and property owners, organization representatives as well as any other member of the public who desires to participate.

The six focus groups will meet periodically throughout the process, with each group focused on clusters of Update components. Each focus group shall have a minimum of three (3) Stakeholder Committee members, who will be selected by the full Stakeholder Committee, participating on the groups. The focus groups will provide recommendations to the Committee regarding the technical data and community input in relation to the Barrio Logan plan area. A city staff person along with the consultant team will provide support to each focus group.

In Accordance with the **Brown Act section 54953(a)**, meetings of the focus groups shall be open to the public and shall be conducted in accordance with Robert's Rules of Order. Focus group recommendations must be brought forth to the full recognized stakeholder Committee for formal vote at a noticed public meeting. In no case may a focus group recommendation be forwarded to the City as the formal recommendation of the stakeholder committee.

#### 4. CITY COMMISSIONS

The Planning Commission, Historic Resources Board, and possibly other boards and commissions will provide their subject matter expertise and guidance at key points in the process, including recommendations to the City Council related to the Update. The Barrio Logan community is encouraged to attend all commission meetings to express concerns and support for priorities identified in the draft alternatives.

##### ***San Diego City Council***

The San Diego City Council will receive the Draft Update as a recommendation from the Barrio Logan Community Plan Update Stakeholder Committee and relevant boards and commissions for adoption as part of the City's development framework. This is another opportunity for the community to share concerns and support for the final recommendations.

##### ***California Coastal Commission***

The California Coastal Commission will receive the update and associated regulatory documents for approval after the City Council has voted on the documents. After the Coastal Commission votes to certify the plan update documents, they will return to the San Diego City Council for final adoption.